# EVM Central Repository

Webinar Presentation: **Submitter**

*Photo credit: Matthew J. Leonard*

# Introduction: **Objective**

- The purpose of this presentation is to:
  - Walk-through the steps of requesting access to an EVM contract.
  - Present how to upload files to new and existing submissions.
  - Answer frequently asked questions by submitters.
  - Discuss the multiple tools and reports available to users in the EVM-CR.

# What is the EVM Central Repository?

The EVM-CR is a data repository managed by the EVM division of OUSD(A&S) AAP, the office of Acquisition, Analytics and Policy.

The purpose of the EVM-CR is to establish a source of authoritative Earned Value Management (EVM) data for the Department and to provide prompt access for PMOs, Services, OSD, and DoD Components.

Programs with EVM reporting requirements on contract are required to submit to the EVM-CR.
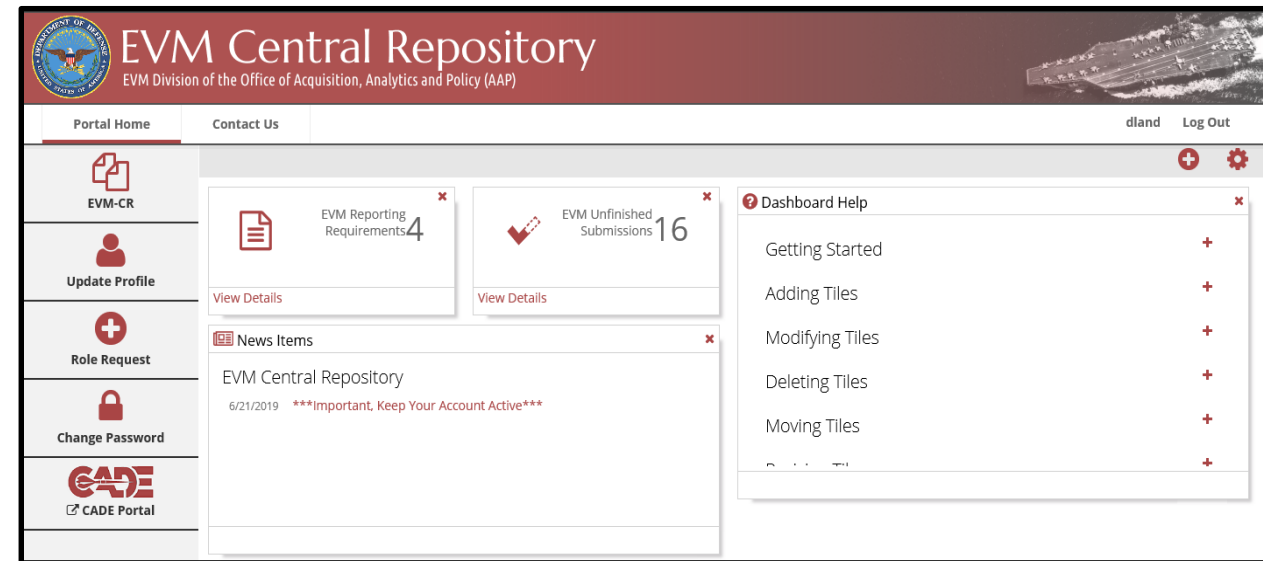
# Getting Started

- Certificate Requirements

- Creating an Account

- Accessing the EVM-CR

- Request Contract Access

# Getting Started: **Certificate Requirements**

All users are required to have a valid CAC (Common Access Card) or ECA (External Certificate Authority) Certificate in order to establish an account in the EVM-CR Portal.

| We also accept certificates issued by these industry partners: | |
| --- | --- |
| Boeing | Raytheon |
| Northrop Grumman | Lockheed Martin |

ECA Certificates

- Type required: **ECA Medium Assurance Certificate**
- To locate approved certificate vendors, visit the ECA Website at https://public.cyber.mil/eca/

# Getting Started: **Creating an Account**

- Request EVM-CR Portal Account
  - Visit the EVM public site at https://www.acq.osd.mil/evm/ and select **Request Account**.
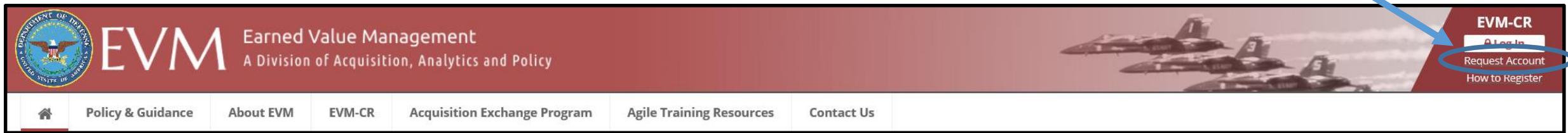


- For further instruction please reach out to your company POC or the EVM-CR help desk at **EVM-CRSupport@Tecolote.com**

# Getting Started: **Accessing the EVM-CR**

New Users: Once access is approved, log in to the EVM-CR Portal and select the **EVM-CR application**.

- In the Portal homepage you can customize your dashboard portal by adding, modifying, deleting, moving and resizing your tiles to optimize your dashboard experience.

- When assigned to a contract you can view **EVM Reporting Requirements** and **Unfinished Submission** tiles from the dashboard.

- Any important EVM-CR announcements and updates will be found on **News Items**.
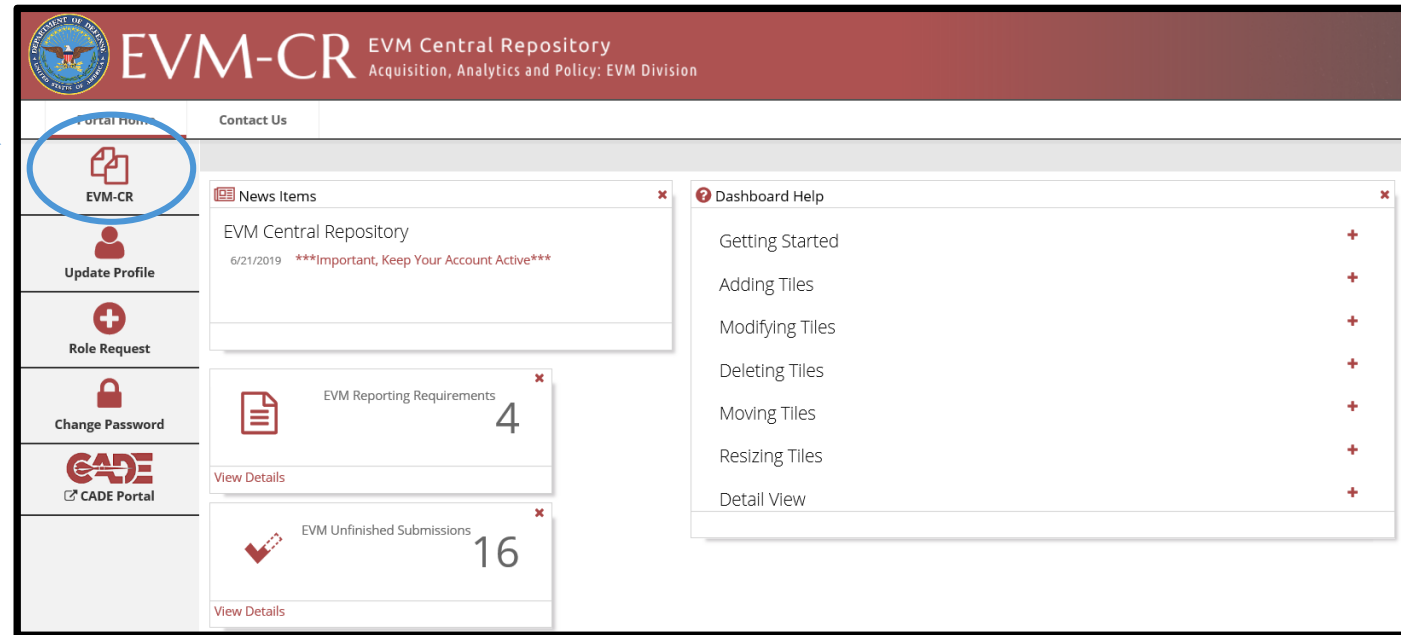
# Getting Started: **Request Contract Access**

To submit, contract access is required.

1.  From Upload Home, choose Contract Request.

2.  Enter the Contract Number

3.  Click Send Request

The contract Lead Reviewer team will receive an email alerting them to your request.

# Upload Home

- New Submission
- Effort Submission Status
- Assigned Contracts
- Submission History

# Upload Home: **New Submission**

Once you are assigned a contract, you can access the Upload Home page to begin a new submission or continue existing submissions within the EVM-CR. The **Submit** tab lists all submissions for your assigned contracts currently in Submitting Status.

### Continue Existing Submissions

| Program Name | Submission ID | Contract | Report Category(s) | Effort | Contains Admin Files | Year | Month | Report Date | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Death Star Program (Testing Purposes) | 9595 | N00001-00-0001 | CFSR | Y-Wing | No | 2015 | 3 | 4/4/2015 | Continue | Cancel |
| Death Star Program (Testing Purposes) | 9598 | N00001-00-0001 | Human Readable Cost | Y-Wing | No | 2016 | 7 | | Continue | Cancel |
| Death Star Program (Testing Purposes) | 9601 | N00001-00-0001 | Human Readable Cost | Y-Wing | No | 2016 | 7 | | Continue | Cancel |
| Death Star Program (Testing Purposes) | 9603 | N00001-00-0001 | Electronic Cost | Y-Wing | No | 2015 | 5 | 5/25/2015 | Continue | Cancel |

Continue existing

### Start New Submission on Effort

| Program | Contract | Effort | |
|---|---|---|---|
| Death Star Program (Testing Purposes) | N00001-00-0001 | Y-Wing | Start Submission |

Start New

# Upload Home: **Effort Submission Status**

The **Effort Submission Status** tab displays a Reporting Compliance Report (RCR) view of your assigned contracts.

# Upload Home: **Assigned Contracts**

Under the **Assigned Contracts** tab, you can view a list of contracts to which you have been assigned and approved. If you are missing a contract assignment, request access via the **Contract Request** tab.

| Contract | Effort | Program Name | Program Manager | Contractor | Contractor Division |
|---|---|---|---|---|---|
| N0000-00-0002 | Multiple (13) 👓 | Death Star Program (Testing Purposes) | Luke Skywalker | Rambo Systems | Awesome Weapon Development |
| N0000-00-0002 | Tie Bomber | Death Star Program (Testing Purposes) | John Kimble | Rambo Systems | Awesome Weapon Development |
| N0000-00-0002 | Tie Fighter | Death Star Program (Testing Purposes) | John Kimble | Rambo Systems | Awesome Weapon Development |
| N0000-00-0003 | Epoch Test | Death Star Program (Testing Purposes) | Eric Guerber | Rambo Systems | Awesome Weapon Development |

Select for **Contract Detail** page

# Upload Home: **Submission History**

The **Submission History** tab lists all submissions for your assigned contracts and the current status for each submission.

Enter search criteria and click 'Search'

| Submission ID | Contract | Start Date | End Date |
|---|---|---|---|
| <Submission ID> | N0000-00-0002 | <Start Date> | <End Date> |

| Report Category | Submission Status | Program |
|---|---|---|
| All | All | All |

Select for **Submission Detail** page

Search    Clear

| Submission ID | Report Category(s) | Report Date | Submission Date | Contract | Program Name | Last Status Date | Last Status Set By | Status |
|---|---|---|---|---|---|---|---|---|
| 25042 | Electronic Cost | 1/28/2018 | 2/15/2018 | N0000-00-0002 | Death Star Program (Testing Purposes) | 4/20/2018 | David Augsburger | Published |
| 25038 | Electronic Cost | 3/25/2007 | | N0000-00-0002 | Death Star Program (Testing Purposes) | 3/21/2018 | Emily Bower | Submitting |

Submission status

# Upload Submission

- Browse / Upload
- File Types
- Machine Readable
  - Data Quality Validation Report
  - Performance Over Time Chart
- Human Readable
- Multiple Files
- Review and Submit
- Confirmation

# Upload Submission: **Browse / Upload**

Upon starting a submission in **Upload Home**, you will be directed to the **Upload Submission** page to select and upload your required deliverables.

1. Click **Browse** to search for file
2. Add a comment if needed
3. Choose the Component *

   This option only shown if effort has Components
4. Select **Upload**



## Upload Submission

Program: **Death Star Program**
Contract: **N00001-00-0001**
Effort: **Y-Wing**

Month: **Jan**
Year: **2018**
Submission ID: **9709**

Upload

## Upload

**Unclassified Documents Only**

**Upload Files**

[ no files selected ] Browse

Caution: The total size of each file must be less than 300 mb

File Comments

<Comments>

Component

Upload

# Upload Submission: **File Types**
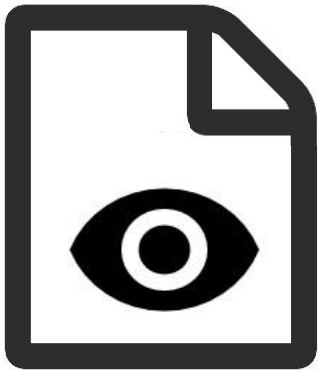
For **Machine Readable** (Electronic Files) file uploads, the system will detect the file type automatically.

For **Human Readable** (PDF, DOC, XLS, etc.) file uploads, the system will require you to identify the file type with the appropriate tag.

| Machine Readable file types |
| --- |
| Electronic Cost |
| Format 6 |
| Format 7 |
| History (WSA or multi-period XML) |

| Human Readable file types |
| --- |
| Human Readable Cost (including format 5) |
| CFSR |
| Native Schedule |
| Other (signature pages, etc.) |

**NOTE: A file labeled OTHER will not be credited as delivery of any particular report type**

# Upload Submission: **Machine Readable**

When uploading a Machine Readable File (Electronic Files), the system will require you to identify which of the following the file is:

- Total: represents the complete picture for this time period

- Component: represents a portion of the total (e.g. sub-contractor report, report for a specific agency, etc.)

If more than one **Total** is submitted, one must be identified as **Final** (the definitive **Total** file which represents the time period).
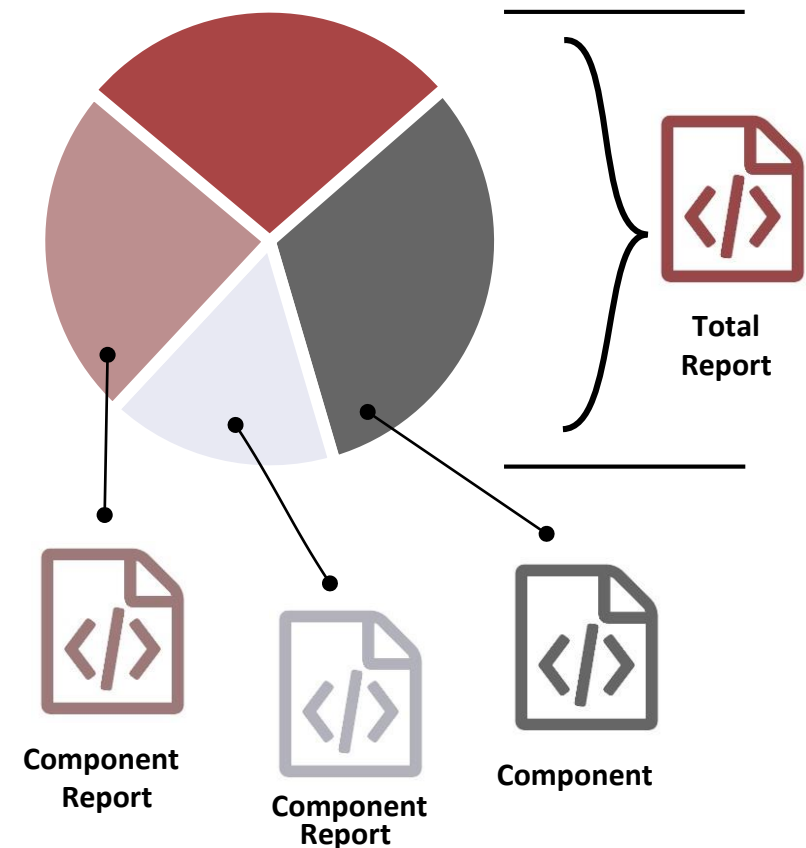


Total Report

Component Report

Component Report

Component

# Upload Submission: **Machine Readable**

When a Machine Readable file is uploaded, the system will run a data quality check on the file and display a data extract (Submission IPMR page).

- Use Quick Links to check data:
  - Data Quality Validation Report
  - Performance Over Time Chart

- Values flagged by the Data Quality test are highlighted in red

- Data Quality Validation issues listed in red

# Data Quality Validation Report

Upload Submission > Submission IPMR > Data Validation Quality Report

The **Data Quality Validation** report displays a list of all data quality checks done on the Electronic Cost/History files during upload.

- Indication of Pass / Fail for each check
- Option to download to Excel

## Submission Data Validation **Reports**

Program: **Death Star Program (Testing Purposes)**     Effort Name: **AT'AT**          IPMR Id: **194568**
Contract: **N0000-00-0002**                             Report To Date: **01/28/2018**

Download

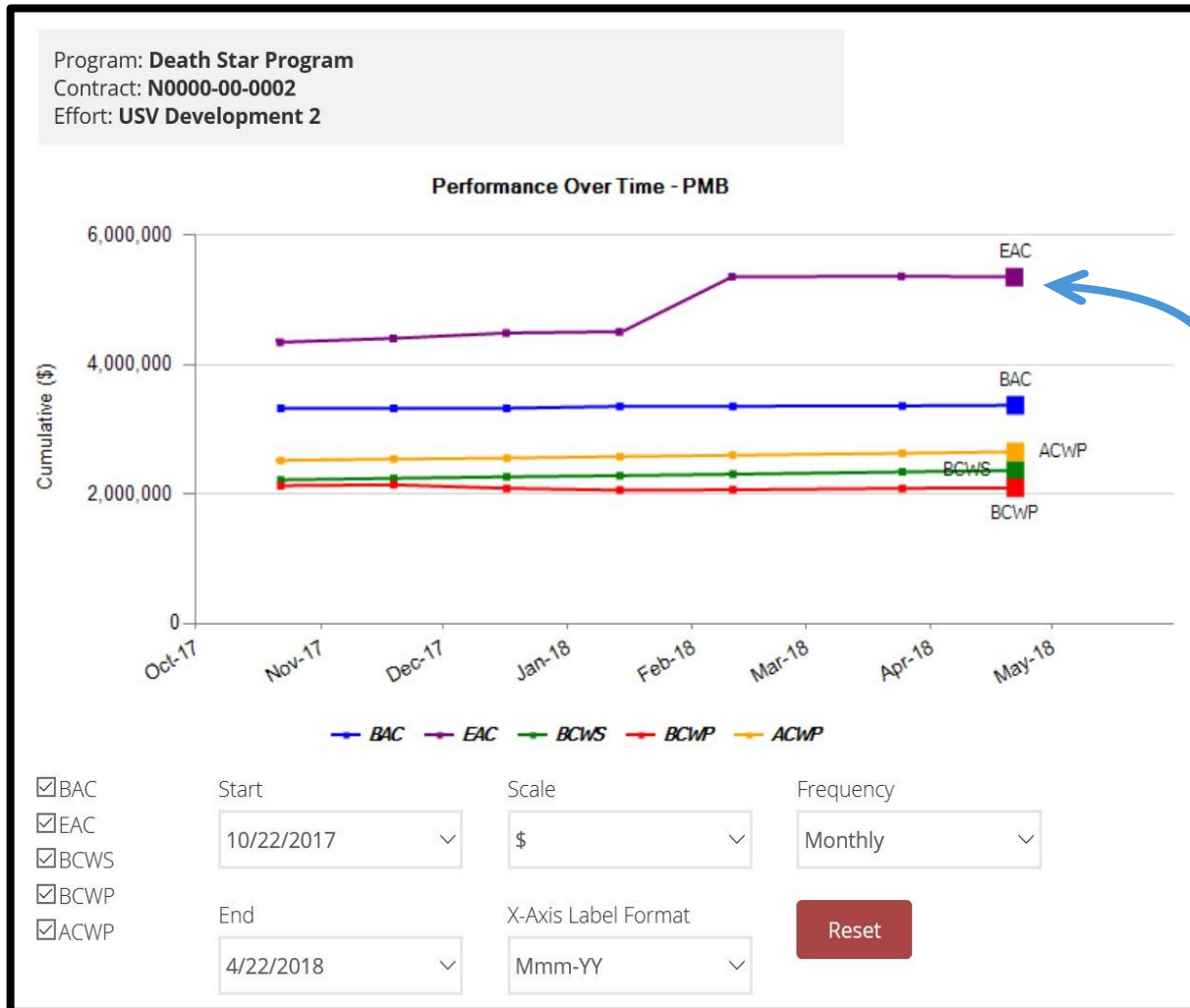| Description | Source | Passed | Failed |
|---|---|---|---|
| Share Above (Contractor Share) between 0 and 100 | DAMIR | X | |
| Share Below (Contractor Share) between 0 and 100 | DAMIR | X | |
| Report Period From is required | DAMIR | X | |
| Report Period From must be on or before Report Period To | DAMIR | X | |

# Data Quality Validation Report

Upload Submission > Submission IPMR > Performance Over Time

Program: **Death Star Program**
Contract: **N0000-00-0002**
Effort: **USV Development 2**

**Performance Over Time - PMB**



The Performance Over Time chart provides a graphical representation of the submitted electronic cost IPMR data, useful for checking data consistency over time.

- Values for the current submission are shown as large squares
- Hover over any data point to see it's underlying values.

# Upload Submission: **Human Readable**

When you upload a Human Readable file (PDF, MPP, DOC, XLS, etc.) you will be presented with this screen.

The appropriate file type must be manually selected to ensure that proper credit is given for delivered reports.

- Choose the appropriate file type and click continue.

## Upload **Submission**

Program: **Death Star Program**
Contract: **N00001-00-0001**
Effort: **Y-Wing**

Month: **Apr**
Year: **2018**
Submission ID: **9788**

**Upload**

### Submission Options

**File type could not be autodetected. Please choose an option from the following before continuing.**

- ○ Mark File as "Other" type
- ○ File is Native Schedule
- ○ File is CFSR
- ● File is Human Readable Cost ☐ Contains Format 5 Data
- ○ Delete and upload a different file

**Continue**

# Upload Submission: **Multiple Files**

Continue to Browse/Upload any additional files for your current submission. Once all files are uploaded, click **Next Step** to advance to the **Review & Submit** step.

# Upload Submission: **Review and Submit**

On this final screen, you can review the information for your uploaded files and add additional details to your submission.

- **Report Date** is the ending date of data in the file
  - Machine Readable files: Report Date auto-populates
  - Human Readable files: Report Date must be entered manually.
- Click Save Submission, then submit

# Upload Submission: **Confirmation**

When the submit button is clicked, all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.

# Edit Requests

◉ Request Submitting Status

# Edit Requests: **Request Submitting Status**

Did you forget to include a file? Did you find errors in your submission? Did you accidentally upload a file to the wrong effort? You'll want to Request Submitting Status.

Once you have sent in a submission, you can only edit it again by sending a request to the Lead Reviewer assigned to your contract. Start this process by selecting the **submission** in question from the **Submission History** tab on **Upload Home**.

## Upload Home

| Submit | Effort Submission Status | Assigned Contracts | Submission History | Contract Request |

### Submission History

Enter search criteria and click 'Search'

| Submission ID | Contract | Report Date After | Report Date Before | Report Category |
|---|---|---|---|---|
| <Submission ID> | <Contract> | | | All |

| Submission Status | Program |
|---|---|
| Any Status | All Programs |

Search   Clear

Hide Search History Criteria

| Submission ID | Report Category(s) | Report Date | Submission Date | Contract | Program Name | Last Status Date |
|---|---|---|---|---|---|---|
| 9716 | | | | N00001-00-0001 | Death Star Program (Testing Purposes) | 2/9/2018 |
| 9715 | | | | N00001-00-0001 | Death Star Program (Testing Purposes) | 2/9/2018 |
| 9714 | | | | N00001-00-0001 | Death Star Program (Testing Purposes) | 2/9/2018 |

Select for **Submission Detail** page

# Edit Requests: **Request Submitting Status**

On the **Submission Detail** page, click **Request Submitting Status** to ask to have your submission reset to a state where you can edit it again. This will send an email to the Lead Reviewer assigned to your contract, who can approve your request.

# Edit Requests: **Request Submitting Status**

Once the Lead Reviewer approves your request and returns your submission to Submitting status, you will find it in your Existing Submissions, listed on the Submit tab of your Upload Home page.



Edit or cancel your submission

# Questions?

**EVM-CR Help Desk:**
**(253) 564-1979 x1**
**EVM-CRSupport@Tecolote.com**